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NOTICE
NO. [REDACTED]

PERSONNEL
26 May 1954

Program for
CAREER DEVELOPMENT OF JUNIOR PERSONNEL

1. GENERAL:

- a. This Notice establishes the Program for Career Development of Junior Personnel, as approved by the CIA Career Service Board, to the end that there shall be continuously available a reservoir of individuals extensively and intensively acquainted with Agency activities.
- b. The Program is designed to provide for the systematic indoctrination and development, through planned assignment of at least 12 months' duration, of those junior employees who have been identified as possessing the capacity and potential to profit from such development.
- c. Implementation of the Program will be accomplished by utilization of Junior Officer Trainee (JOT) positions. Since only a limited number of these positions will be available for this purpose, relatively few applicants can be chosen.
- d. Application forms can be obtained from either the Office of Personnel or the Office of Training.

2. RESPONSIBILITY:

- a. Responsibility for this Program is vested in the Assistant Director for Personnel, the Director of Training and the Head of the Career Service having jurisdiction over the individual under consideration as evidenced by his career designation.

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- b. Selection of participants for the Program and review of their progress will be made by a Committee for Career Development of Junior Personnel composed of the Assistant Director for Personnel, Chairman; the Director of Training; and the Head of the appropriate Career Service.

3. ELIGIBILITY CRITERIA:

To be considered for entrance into the Program an individual must:

- a. Have staff employee status.
- b. Be between the ages of 25 and 34, inclusive.
- c. Occupy a position at grade GS-7 through 12, inclusive.
- d. Have at least two years prior CIA service, preferably three.
- e. Have completed a training course in basic intelligence, such as BIC.
- f. Possess at least a Bachelor's degree or equivalent from an accredited college or university. *How did he get there?*
- g. Agree to serve the Agency anywhere and at anytime and for any kind of duty as determined by the needs of the Agency, full consideration being given to particular capabilities, interests and personal circumstances.

4. PROCEDURE:

a. Application and Nomination

- (1) Heads of Career Services shall nominate especially qualified individuals for the Program by requesting them to submit applications. In addition, any staff employee who meets the eligibility criteria may initiate an application for entrance in the Program.

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- (2) Each applicant will prepare a proposed Career Development Plan as an integral part of his application. In appropriate cases, the individual's immediate supervisor will actively assist in the preparation of the plan. This plan does not need prior concurrence of those offices in which it is expected the individual will be detailed during his participation in the Program although prior coordination would be helpful. The Committee for Career Development of Junior Personnel will be responsible for obtaining the necessary concurrences.
- (3) Each application will be forwarded through official channels to the Head of the appropriate Career Service who will append his comments and recommendations to the application. If the applicant is officially assigned to one operating office and has a career designation in another, the appropriate Operating Official (the Assistant Directors of the Office of the Deputy Director (Intelligence), the Chiefs of Administrative Offices of the Office of the Deputy Director (Administration), the Chiefs of Senior Staffs and Area Divisions of the Office of the Deputy Director (Plans), the Director of Training, the Assistant Director for Communications and the Assistant Director for Personnel) or his designee will also append his comments and recommendations.

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- (4) The application will be forwarded by the Head of the Career Service concerned to the Assistant Director for Personnel whether the comments and recommendations are affirmative or negative.

b. Selection and review

- (1) The Committee will select participants from among those whose applications are received by the Assistant Director for Personnel.
- (2) The Committee will make its review and base its selection on the applicant's over-all suitability for the program as determined by the following:
 - (a) Possession of basic eligibility qualifications.
 - (b) Evaluation of data in applicant's official personnel folder, which must contain a current evaluation.
 - (c) Personal interview by the Committee which will include a discussion of the applicant's proposed Career Development Plan.
 - (d) Training evaluations.
 - (e) Assessment by the Assessment & Evaluation Staff of the Office of Training when requested by the Committee.
 - (f) Any special reports which the Committee may request from the Director of Security or Chief, Medical Staff.

c. Administration

- (1) After selection, the individual will transfer without change of career designation to a JOT slot within the present ceiling of the

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Office of Training and will remain under the administration of the Office of Training while participating in the Program.

- (2) The Assistant Director for Personnel and the Head of the Career Service concerned will be kept informed at all times, by the Director of Training, of the individual's development, progress and planned assignments.
- (3) At the conclusion of the period of specialized development, the next assignment of the individual will be considered by the Committee for Career Development of Junior Personnel, consisting of the Assistant Director for Personnel, Chairman; the Director of Training; and the Head of the Career Service having jurisdiction over the individual as evidenced by his career designation. Participation in the program will represent no assurance to the individual of eventual advancement, or assignment to any particular position.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Administration)

DISTRIBUTION: AB

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APPLICATION

PROGRAM FOR CAREER DEVELOPMENT OF JUNIOR PERSONNEL

INSTRUCTIONS: This form, together with the attached qualifications questionnaire and your career development plan, constitutes your application for participation in the program for career development of junior personnel, (Reference - Notice [REDACTED]) The form with attachments will be completed in triplicate and forwarded through channels to the Assistant Director for Personnel who will acknowledge its receipt. The career development plan should be detailed but concise. Proposals concerning type of assignment, geographical area of interest, assignment location or station, language study, specific training, and the approximate time considered necessary to carry out each phase of the plan are suggested for inclusion.

| | | | |
|---------------------------------|------------------------------------|-----------------------|----------------------------|
| 1. NAME (Last) (First) (Middle) | 2. GRADE | 3. CAREER DESIGNATION | 4. AGENCY SERV. YRS MOS |
| 5. ORGANIZATIONAL UNIT | 6. ADDRESS (Building and Room No.) | 7. TELEPHONE EXT. | |

8. OBJECTIVES (In view of your total experience, education, and personal desires, state the advantages to the Agency and yourself which will be achieved by carrying out your career development plan)

9. HAVE YOU MADE FORMAL APPLICATION FOR MEMBERSHIP IN THE CAREER STAFF? ☐ YES ☐ NO

10. THIS DATE

11. SIGNATURE OF APPLICANT

Approved For Release 2001/07/12 : CIA-RDP78-04718A001300240012-0

12. COMMENTS BY SUPERVISOR *(Include tentative availability date if applicable)*
Approved For Release 2001/07/12 : CIA-RDP78-04718A001300240012-0

DATE

SIGNATURE OF SUPERVISOR

13. COMMENTS BY HEAD OF OPERATING COMPONENT:

DATE

SIGNATURE OF OPERATING COMPONENT HEAD

14. COMMENTS BY HEAD OF CAREER SERVICE *(If other than 13 above):*

DATE

SIGNATURE OF CAREER SERVICE HEAD

15. FOR USE ONLY BY THE COMMITTEE FOR CAREER DEVELOPMENT OF JUNIOR PERSONNEL

Approved For Release 2001/07/12 : CIA-RDP78-04718A001300240012-0